388th Air Expeditionary Wing

ORDERING OFFICER TRAINING

Topics

- References
- Purchasing Officers
- Standards of Conduct
- Acquiring Supplies and Services

References

- Federal Acquisition Regulation (FAR)
- Department of Defense Federal Acquisition Regulation Supplement (DFARS)
- DOD 5500.7-R, Joint Ethics Regulation
- DFAS-Directive Instruction Regulation 37-1, Finance & Accounting Policy Implementation
- Air Force Federal Acquisition Regulation Supplement (AFFARS)
- Defense Finance & Accounting Service, Paying Agent Standing Operating Procedures (29 Jan 01)

Purchasing Officers

- May be appointed only by HCA, or Chief of the Contracting Office
- Acts as an agent of the Contracting Officer
- Airman or DoD civilian who is authorized to purchase items valued less than $2500 under the supervision of a contracting officer
- Allows unit representative to make small purchases while unit is deployed when merchant won't accept credit card
- Are authorized to obligate the U.S. Gov't funds up to the amounts and for the purposes specified in their appointment letters

Comparison

- Ordering Officer
  - **NTE $2500 per transaction**
  - **Specific authority**
  - **Periodic Recon**
  - **Vendor payment by Paying Agent with cash or check**
  - **Use SF 44**
- Credit Card Holder
  - **NTE $2500 per transaction**
  - **General authority**
  - **Periodic Recon**
  - **Vendor paid immediately**
  - **GPC more widely accepted**

Standards of Conduct

Avoid doing or appearing to do anything improper.

- Accepting anything of value from a vendor doing business with the U.S. Gov (meals, baseball caps, coffee cups, etc.)

- Making purchases from a vendor with whom the Purchasing Officer has a financial interest

- Seeking private employment with a vendor from whom the Purchasing Officer is procuring supplies or services.

- Doing anything that might adversely affect the public's confidence in the Government's integrity

Purchasing Officers Will NOT

- Make classified purchases
- Use purchase methods other than those authorized in their appointment letters
- Make purchases exceeding the dollar amount specified in their appointment letters
- Split requirements to avoid dollar limitations
- Purchase supplies or services for which a fixed price cannot be obtained before an order is issued.

SELECTION

- **Experience, training, education, business acumen, and ethics**
- **Time available to perform Purchasing Officer functions**
- **Must not be assigned conflicting duties (before or after appointment): F&AO, disbursing officers, paying agents, property book officers, accountable officers, AMSO, or CORs**

Training

- Commander selects trainees
- Commander requests training
- Contracting Officers conduct training
- Contracting Officers appoint ordering officers
- Contracting office keeps records

Appointment

- CDR requests appointment for specific operations to buy specific items
- Contracting Officer appoints Purchasing Officer
  - for a specific command
  - for a specific period of time
  - to buy specific items (e.g.. expendable office supplies < $50)

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ACQUIRING SUPPLIES AND SERVICES

Purchasing

- The Paying Agent and Purchasing Officer must be present for all transactions
- The Purchasing Agent determines what goods to purchase
- Both are responsible for using the right color of money
- Purchases can not exceed the amount authorized and purpose
- The purchasing agent completes sections 1-14 of SF 44
- Paying agent completes sections 15-18th of SF 44
- SF 44 is completed, however, it can not exceed $ 2,500.00

Purchase Requests

- Purchasing Officer receives verbal or written requests to make purchases
- The Purchasing Officer or the requester writes description on the SF 44
- Use blank or lined paper if additional space is needed

Purchase Requests (Continued)

- **Have requester sign SF 44 if possible**

Note:

Requester must give Purchasing Officer enough information to buy the correct items

Preferred method is to have Requesting Activity complete the Form 9

Purchase Requests

- Description of item or service
- Quantity
- Estimated amount of purchase
- Required Delivery Date
- Authorized signatures
- Certified fund citation
  - Purchasing Officers may be issued bulk funds

Funding Form

- **Identifies requirements from requiring activity**
- **Gives Purchasing Officers the authority and funds to procure the specified supply or service**

Funding Purchases

- Purchasing Officers request funding from Finance Office
- Finance provides bulk funding on AF FORM 9 (Purchase Request)

Funding Purchases (Continued)

- **The amount on the Form 9 is the beginning balance in your "checking account".**

Note:

The Paying Agent having cash does not mean Purchasing Officer has funds remaining

Purchasing

- Authorized Purchases
- Unauthorized Purchases
- Fair & Reasonable Price
- Use of the SF 44

Items Authorized To Be Purchased

- Specified in Letter of Appointment
- If not authorized, ask for authority
- If not sure, ask for authority

Ex: Authorized Purchases (unless restricted)

- Appliances
- Construction Material
- Emergency Supplies
- Furniture
- Gravel
- Latrine & Shower Facilities
- Sanitation Items

Ex: Authorized Purchases (unless restricted)

- Refuse Collection
- Repair of Info technology equipment
- Office machine repair
- Office equipment (not info tech)
- Laundry (if QM is not available)
- Training aids

Unauthorized Purchases

- State and local taxes (contracting officer approval required)
- Ammo or explosives
- Personal Services
- MTO&E Equipment
- Info technology unless approved
- Intelligence information

Unauthorized Purchases (Continued)

- Clothing
- Insurance
- Medical and dental treatment
- Passenger transportation on commercial carriers
- Personal comfort items
- Plaques, momentos, & training certificates

Unauthorized Purchases (Continued)

- Rations and subsistence using OMA funds
- Advertisement in newspapers, magazines, or other media
- Printing services & related supplies & equipment
- Telephone & Utility bills

Unauthorized Purchases (Continued)

- **Construction**
- **Purchases over $2500**
- **Purchases requiring more than one delivery or one payment**

Note:

Making unauthorized purchases can lead to termination, UCMJ, paying for items

UNAUTHORIZED COMMITMENTS (UAC)

- What is a UAC
  - Obligation on the part of an unauthorized individual
  - Purchases/Split Purchases exceeding $2,500
  - Purchases exceeding amount of funding
- Could be violation of Federal Law
- Purchasing Agent could be held fiscally liable

UNAUTHORIZED COMMITMENTS (UAC)

- **Justification for Termination**

- **Requires ratification (painful process)**

Fair & Reasonable Price

- Purchasing Officer responsible
- Competition not necessary. Recommend getting quotes from a minimum of three vendors
- Market or product knowledge
- Rotate vendors even if purchase is not the lowest price

Paying For A Purchase

Paying Agent pays cash

or

Vendor gets check from

Finance Office

****Expenditures will be documented in U.S. dollars. Purchases made in foreign currency must be converted at the appropriate rate**

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SF 44 Orientation

CONDITIONS FOR USE

- Amount of purchase is $2,500 or less
- No other authorized method of purchase is more suitable
- Supplies or services are available immediately
- Only one delivery and one payment will be made

SF 44

- Purchase Order Invoice Voucher
- All purchases are made on the SF 44
- Original copy is maintained by the Paying Agent
- Purchase Register
- PIIN assigned to each order

SF 44 (cont.)

- If foreign currency, record rate at which currency was purchased
- Use SF 44 to account for any expenditure of money
- Receiver may be the paying agent or a third party, not the purchasing/ordering officer
- Safeguard SF 44’s once filled out they are worth the equivalent of cash

U.S. GOVERNMENT

PURCHASE ORDER—INVOICE—VOUCHER

DATE OF ORDER	ORDER NO.
6 April 1998	MS-98-0002

PRINT NAME AND ADDRESS OF SELLER (Number, Street, City, and State)*

PAY TO:
BAZAR ROCIO
Calle Espejo y Napo
San Lorenzo, Ecuador

FURNISH SUPPLIES OR SERVICES TO (Name and address)*

JTF SAFE BORDER

SUPPLIES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
Shovels	4	40000	160000
Exchange rate 4500 sucres=$1.00 U.S.			
Total $35.55 US			

AGENCY NAME AND BILLING ADDRESS*
Finance & Accounting Office
Unit 7153
APO AA 34004

TOTAL 160,000
DISCOUNT TERMS
..... % ..... DAYS
DATE INVOICE RECEIVED

ORDERED BY (Signature and title)
CPT, SF, Ordering Officer

PURPOSE AND ACCOUNTING DATA
2182020000008422181140440000025CZ95ASAB
W813UY72690001ASAB95S96519

(Fund cite from Block 19 of DA Form 3953)

PURCHASER—To sign below for over-the-counter delivery of items

RECEIVED BY John Smith, CPT, SC

TITLE Receiving Officer | DATE 6 April 1998

SELLER—Please read instructions on Copy 2

☒ PAYMENT RECEIVED 160000 Sucres ☐ PAYMENT REQUESTED $.....

NO FURTHER INVOICE NEED BE SUBMITTED

SELLER BY Roberto Gomyle Gerente (Signature) | DATE 6 April 1998

I certify that this account is correct and proper for payment in the amount of
$ .....
..... (Authorized certifying officer)

DIFFERENCES
ACCOUNT VERIFIED: CORRECT FOR
BY .....

PAID BY ☐ CASH | DATE PAID | VOUCHER NO.
OR ..... (Check No.)

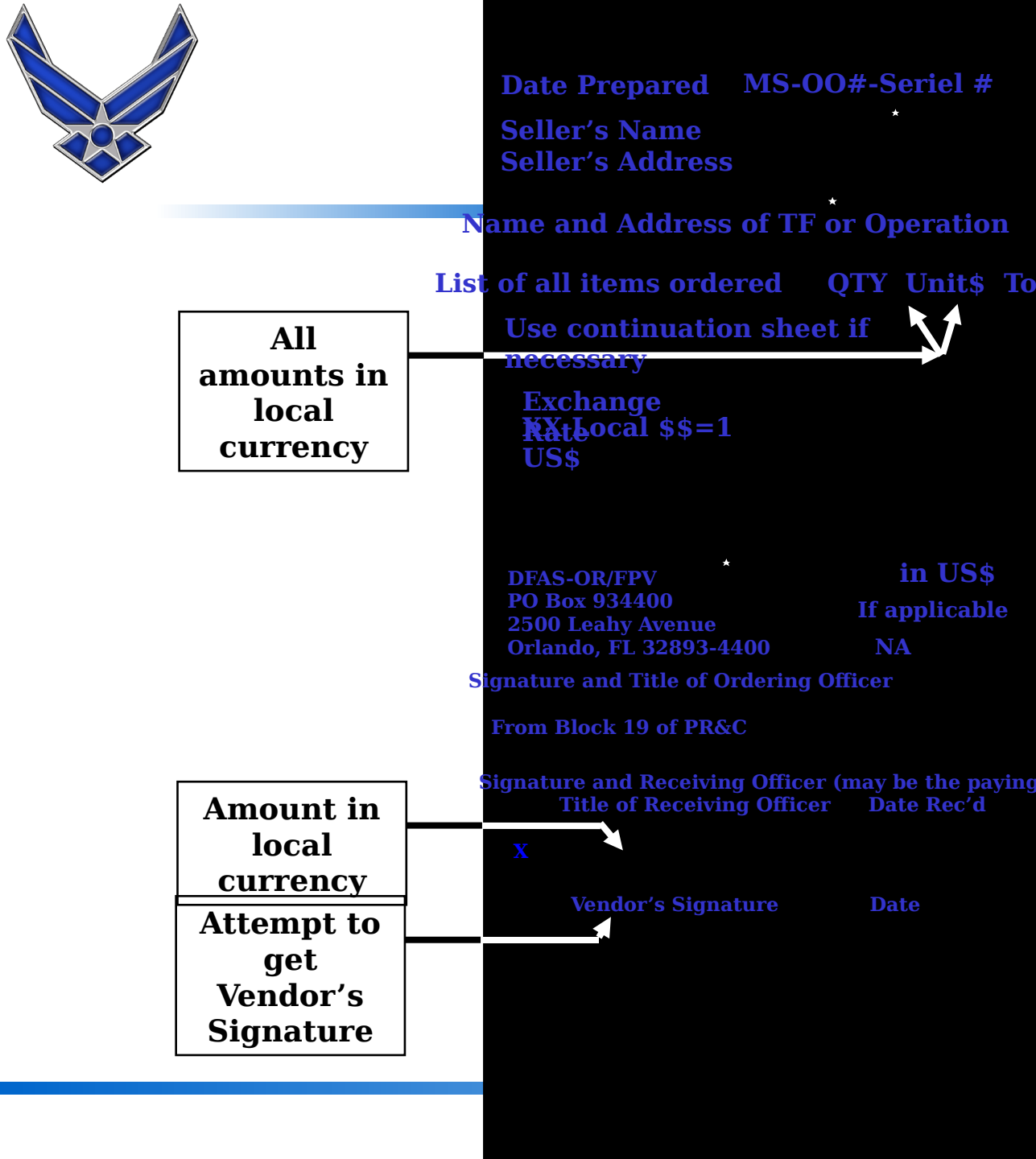
* PLEASE INCLUDE ZIP CODE

1. SELLER'S INVOICE (See Instructions on Copy 2)

STANDARD FORM 44a (Rev. 10-83)
PRESCRIBED BY GSA
FAR (48 CFR) 53.213(c)

U.S. GOVERNMENT PRINTING OFFICE : 1993 - 381-291

Enclosure 3



All amounts in local currency

Amount in local currency

Attempt to get Vendor's Signature

Always get a receipt of invoice indicating payment has been made

Tracking Funds

- Use the “Record of Purchases” on the SF 44 book divider
- Record the following entries:
  - Order No.
  - Name of Contractor
  - Date of Purchase
  - Amount

Distribution Of The SF 44

- Copy 1 (White) to Paying Agent. (If paid by check, Purchasing Officer submits to Finance). Original cash register receipt or invoice goes with copy.
- Copy 2 (Blue) given to vendor at time of purchase

Distribution Of The SF 44 (Continued)

- Copy 3 (Pink) document receipt of supply / service, submit to contracting office.
- Copy 4 (Green) Retained by Purchasing Officer in SF 44 Book. Staple copy of cash register receipt or invoice to copy.

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REPORTS & FILES

Reports

- Submit copies of all purchase receipts, and copies 3 and 4 of the SF 44s to the Contracting Officer as directed in Letter of Appointment
- Complete 1057 Feeder report to Contracting Officer as directed in Letter of Appointment

DD Form 1057

- Monthly Feeder Report
- Due monthly to contracting activity
- Specifies total number of transactions and dollar amounts for the month

Files

- Copy of appointment letter
- Original of each Form 9 or other authorization received
- Signed copy of each purchase document issued
- Documentation of annual Joint Ethics Regulation training

Files

- Other info to document performance of duties (MFRs, etc.)
- Copy of all contracting officer reviews

Termination

- Clearance
  - **Account for all SF 44s and funds**
  - **Clear before departing area of operation**
- Termination **ends appointment**
  - **At the request of the commander**
  - **At the end of the appointment period**
  - **For making unauthorized purchases**
  - **Unsatisfactory performance or misconduct**

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CONCLUSION

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QUESTIONS ?????